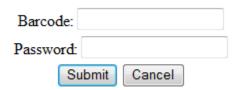
OCLC Interlibrary Loan Processing Overview

- 1. Go to the SDSL website http://library.sd.gov/ > Online Resources Tab > A-Z Complete listing > Click on W. WorldCat is at the very bottom of the page
- 2. Click on the WorldCat icon. The screen below will appear, you will need to enter your SDSL barcode and password for borrowing. If you don't know these, call the State Library.



- 3. When the screen below displays, click on "My Account".
- 4. Log in again using SDSL barcode/password. If this is your first time in WorldCat, you will need to register. If already registered, go to step 5.



<u>Home</u>	<u>Datal</u>	<u>pases</u>	Searching			Staff View	My Account	Options	Comments	<u>Exit</u>	Hide tips
Basic Search Advanced Search Expert Search Previous Searches Go to page											
	? Help		C	urrent database: WorldCat						(5v	/orldCat
		Search	Clear								
Search in d	atabase:	WorldCat OCLC catal		dated: 2014-05-20) materials in libraries worldwide							
Se	arch for:			Keyword	· 🖅						

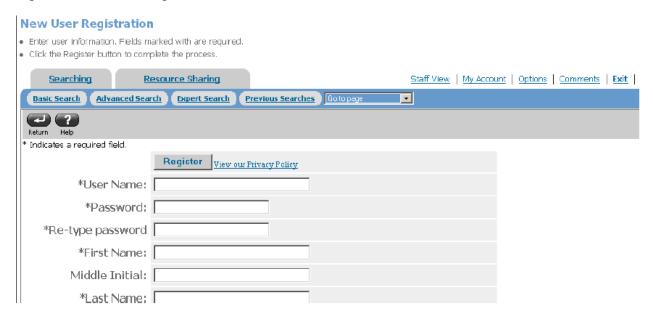
The following screen will display. Click on the words, "New User Registration" in the middle of the page:

User Name: Password:		Forgot Password New User Registration Terms and conditions.
	I agree to the terms and conditions	

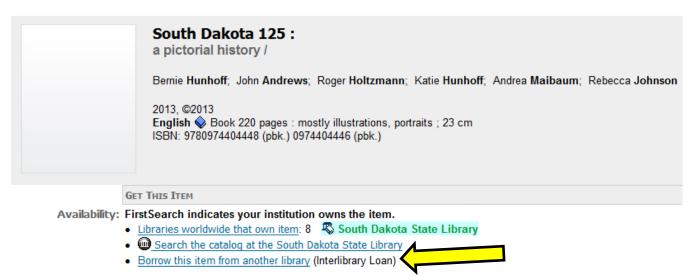
The following screen will display. You will need to fill in the information required which is marked with an *, also be sure to put the library name in the first address line plus the

library mailing address in the second address line. When you are done, click on the "Register" button.

****In the future when using WorldCat, after logging on, go to the "My Account" tab and sign in before starting to search.



5. Search/find the book or item that you want to order. When you click on a specific record a screen similar to the one below will display. To request this item, click "Borrow this item from another library (Interlibrary Loan)", which is at the bottom of this example.



A screen with your registered information will display as in the example below. Click on the, "Submit" button and the request will be processed.

